

Monthly Detail for the Conference Remittance Check

Church Treasurer:

We are receiving your church's remittance check; however, we are missing the remittance report needed to allocate the funds to the proper accounts. To clarify this issue, please read the information below and send us your remittance report either via e-mail bmoseley@cccsda.org or fax it to our **new accounting fax number: 559-347-3066**.

If you are using the Jewel Check Printing feature:

- After the monthly entry of the tithe and offerings envelopes, Jewel generates the check with the amounts for the remittance of Conference funds. Just insert your blank check and click "print checks". The remittance check will include a **check stub that will serve as the remittance report we needed**.

If you hand-write the check:

- Follow the same steps as when using the Jewel Check Printing feature except that you will **print on plain paper instead of blank check forms**. This print-out provides the remittance report we need.
- Hand-write the Conference check as usual and **mail it along with the print-out from Jewel**.

REMEMBER:

Be sure to mail either the check stub OR a printed remittance report along with the monthly Conference remittance payment. If at any time you forget to send this information, you can do so to the email or fax number listed above.

If you have any questions or problems with your Jewel accounting program, please contact Conference Auditing Department: 559-347-3146